

## AMERICAN POLITICAL SCIENCE ASSOCIATION

### Member Revocation Policy

**(Approved by the APSA Council on April 30, 2021; Updated by APSA Council on April 25, 2022)**

Members of the association, participants in the APSA Annual Meeting and the Teaching and Learning Conference, and individuals who hold association leadership positions (Council, Committees, and Fellowship and award/review committees) are expected to meet the commonly held standards of professional ethics and scientific integrity. In the rare case that an APSA member, a meeting or conference attendee, or an individual in a leadership position no longer meets this expectation, as established through outside investigative proceedings and determinations, the following set of guidelines and procedures are to be followed to request revocation and for the consideration of the request to revoke an individual's APSA's membership, meeting participation privileges, and/or their association leadership positions and privileges.

**Scope:** APSA will, in its sole discretion, consider revoking association membership, annual meeting and teaching and learning conference participation privileges, and leadership positions and privileges in cases of outside findings of scientific misconduct, serious breaches of professional ethics, or when the individual in the view of APSA otherwise has engaged in misconduct or other concerning behavior that no longer merits the status of member, meeting and conference attendee or association leader. Requests to revoke an individual's status will be handled in accordance with the procedures provided herein. Separate policies and procedures apply when there are findings of violations of APSA's Ethics Guide and APSA's event attendance policies. Conduct or behavior that might be the basis for revocation under this policy includes but is not limited to sexual misconduct, racial discrimination, sexual harassment or retaliation for declining, objecting to, or reporting harassment or other sexual conduct, or other professional ethics violations. This policy covers outside findings about professional activities wherever they take place. This includes, but is not limited to, academic buildings, field sites, course venues, professional meetings, or any such professional settings. This policy includes interactions with persons such as, but not limited to, colleagues, subordinates, students, teaching or research assistants, venue or administrative staff or others with whom the individual in question interacts as part of their professional activities.

#### **Procedures:**

1. A request for revocation should be made in writing to the Executive Director of the APSA. Requests may be sent to: [ethics@apsanet.org](mailto:ethics@apsanet.org) or submitted via EthicsPoint (<https://apsanet.ethicspoint.com>). In the event that an ad hoc committee is convened to review a revocation request, the identity of the requestor will be shared with the subject of the revocation request.

A request must include an investigative report that documents findings, sanctions, or actions taken by a credible body or the public announcement of findings, sanctions or actions taken by a credible body as a result of an investigation. The documentation submitted must include information sufficient to determine the nature of the underlying conduct or behavior and that findings were made that the member engaged in scientific misconduct, serious breaches of professional ethics, or other misconduct or concerning behavior within the scope of this policy. Media and press reports alone may not be sufficient to support a revocation request. A credible

body includes entities such as the Federal government's Office of Research Integrity, other Federal or state agencies (e.g., NSF, NIH, etc.), a professional organization, an academic institution, a Title IX investigation finding, a court of law, or admission(s) of conduct by the individual in question. Requests must pertain to an individual who has held APSA membership, attended the APSA Annual Meeting or Teaching and Learning Conference, or held a leadership position within the past five years from the date of the request. APSA will not consider reports or announcements that pertain to cases that are still under investigation by another body. The requestor must include detailed information about the sources used in order to enable verification of information. In addition, the requestor must agree in writing to maintain the confidentiality of the matter until its conclusion at APSA.

The request must be made by an individual with a current APSA membership. There is no time limit on when the investigative reports or other findings were completed. APSA will not consider requests when the individual in question is deceased. During revocation procedures, deliberations on claims will be based on the evidence provided. Review by APSA of complaints or charges beyond information presented in the request or otherwise available publicly (such as publications or court records) will not occur as part of revocation procedures.

2. The APSA Executive Office will conduct a preliminary review to determine if the request is substantive, has adequate documentation, and complies with these Procedures.

3. As a result of this review, if any of the aforementioned requirements are not met, the Executive Office will dismiss the request. The APSA Executive Office will provide a report detailing its dismissal decision to the Executive Committee and the Ethics Committee.

4. If the Executive Office determines that all requirements are met, these Procedures will continue and the request will be forwarded to the Ethics Committee, along with a report detailing the Executive Office's recommendation that the Ethics Committee should make a decision about moving forward with revocation proceedings as provided in number 5 below. A copy of the Executive Office's report shall also be provided to the Executive Committee.

5. Upon its review of the APSA Executive Office's report that the preliminary review requirements have been met, and based on the submitted documents, the APSA Ethics Committee, in its discretion, will decide whether to proceed with revocation procedures or to dismiss the request, subject to review of the Executive Committee.

a. If the Ethics Committee proceeds, the APSA Executive Director, in consultation with the APSA President, will appoint an Ad Hoc Revocation Panel comprised of three current Ethics Committee members and one current Council member. The Ad Hoc Revocation Panel will remain active until a recommendation has been made on the request. This work may continue past the end of an Ethics Committee member or Council member's term.

b. If the Ethics Committee, in its discretion, decides that the request should be dismissed, the committee must submit a statement to the APSA Executive Office detailing the reasons for their decision.

c. The APSA Executive Office will then submit its preliminary review, along with the committee's statement, to the Executive Committee for their review of the discretionary dismissal by the Ethics Committee. The Executive Committee, in its discretion, will review the documents and the original request and will make the final determination as to whether to proceed with revocation procedures or to dismiss the request. If the Executive Committee decides that the revocation should proceed, an Ad Hoc Revocation Panel shall be appointed as provided in 5. a. above.

6. The Ad Hoc Revocation Panel will define a timeline for the process. The Individual in question will be given notice of the request for revocation in writing, with the supporting documentation and the names of all Ad Hoc Revocation Panel members. The individual will be invited to respond in writing to the request, and if desired, to make an oral presentation to the Revocation Panel which will ordinarily occur via telephone or video conference. Such conference will not include any representatives of the Individual and will be limited in time and scope per the direction of the Ad Hoc Revocation Panel.

7. Once a response has been received and any presentation is concluded (or if the deadline for response has passed without reply), the Ad Hoc Revocation Panel will consider the original request, any responses, including the oral presentation/conference with the Individual, if any, and may also consider any other pertinent information of public or official record. The Ad Hoc Revocation Panel, in its discretion, will discuss and vote on a motion to recommend revocation. An affirmative vote of at least three of the four members of the Ad Hoc Revocation Panel is required for this motion to pass. The Ad Hoc Revocation Panel will also vote on a motion to recommend a timeframe for the revocation to be in effect, normally one, five, ten, or twenty five years. Unless otherwise specified by the Ad Hoc Revocation Committee, the revocation recommendation will apply to all of the following: membership, annual meeting and teaching and learning conference participation privileges, and leadership positions and privileges.

8. After the recommendation is made, the Ad Hoc Revocation Panel will provide a summary report, along with the materials reviewed, to the Ethics Committee and APSA Council. The report will indicate if the motion passed or not, but neither the vote tally nor the decisions of individual members of the Ad Hoc Revocation Panel will be included.

9. Once the report has been submitted to the APSA Council, the Council, via the Executive Committee, will define a timeline for the process for Council consideration of the recommendation of the Ad Hoc Revocation Committee. The Individual in question will be given notice of the request, with a copy of the Panel's report and the names of all the Council members. The individual will be invited to respond in writing to the request, and if desired, to make an oral presentation to the Council which will ordinarily occur via telephone or video conference. Such conference will be limited in time and scope per the direction of the Council, and take place in Executive Session. Once the report and any presentation is concluded (or if the deadline for response has passed without reply), the Council will discuss and vote, in its discretion, on whether to adopt, modify, or reject the recommendation in Executive Session. Per

the APSA Bylaws, a two-thirds vote of Council members is required to revoke membership. The Council minutes will indicate if the motion passed or not, but neither the vote tally nor the decisions of individual members will be recorded.

10. The APSA Executive Office and APSA President may determine, in their sole and exclusive discretion, whether there should be an announcement or publication of the decision to revoke the Individual's membership status, annual meeting or teaching and learning conference participation privileges, or leadership positions and privileges. In such circumstances, they may decide whether the background factors or bases for the revocation will be included in the announcement. The requestor will be notified of the Council's decision, independent of the decision regarding a public announcement.

11. Reinstatement:

A. New Material Evidence: After an individual's membership status, meeting privileges, or leadership positions and privileges has been revoked under the procedures of this Policy, should significant, material new evidence come to light that would call into question the conclusion to revoke membership status, meeting privileges, or leadership positions and privileges, the individual may request reinstatement. The process and procedure for reinstatement will be substantively equivalent to the procedure to revoke the individual's status, privilege, or leadership position or privilege. If the request for reinstatement is approved, the individual will be notified and reinstated immediately. The original requestor will also be notified of the reinstatement. An announcement of the reinstatement may be made in the appropriate venues and platforms, if the APSA Executive Office and President deem it appropriate.

B. Rehabilitation and Restorative Justice: Should the sanctioned individual consent to a mutually agreeable restorative justice action and/or other actions that address rehabilitation and remediation and such a process is possible given the underlying conduct, they may be eligible to have their membership status, annual meeting or teaching and learning conference participation, or leadership status and privilege reinstated, once rehabilitation or remedy is sufficiently demonstrated, but no sooner than one year since the decision of the Revocation Panel. Individuals subject to sanctions will be notified of this option, if available, at the time of the Revocation Panel's recommendation and receive additional details on request.

Proviso: The Ethics Committee will report on actions taken under this policy in an annual report submitted to the Council.

Proviso: For the first year, plagiarism as a form of scientific misconduct or serious breach of professional ethics is excluded from this policy.

Proviso: The Executive Committee will review this policy and bring forward to the Council not more than two years after the policy is in effect any proposed changes to this policy.